



**Mayor Mike Spano**

**CITY OF YONKERS**

John A. Liszewski  
Commissioner of Finance

**DEPARTMENT OF FINANCE AND MANAGEMENT SERVICES**  
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Re: S.C.R.I.E. Abatement Information  
Block & Lot:

Dear Property Owner,

Enclosed is the blue City of Yonkers Tax Abatement Certificate Form. This form **MUST** be used to calculate your deduction of **Senior Citizen Rent Increase Exemptions (S.C.R.I.E.)** for the 2018/2019 City Property Taxes.

The **BLUE** form is to be completed and submitted in the following manner:

1. **NAME AND MAILING ADDRESS OF CURRENT OWNER** – Enter the name and address of the owner/management agent of the property.
2. **SUBJECT BUILDING** – Identify the CITY OF YONKERS PROPERTY ADDRESS and BLOCK AND LOT numbers.  
**Without this information, the abatement certificate will not be processed.**
3. **NAME OF TENANT** – Enter only the names of tenants residing in subject building. If you have multiple buildings and they are included in the same Block and Lot, please use up the entire form, front and back, before going on to another form.
  - Exemption Docket Numbers are found in the upper right hand corner of the forms sent by the **Division of Housing and Community Renewal** (D.H.R.C.).
  - For Rent Controlled Apartments, a copy of the order designating the amount of the increase from the local rent office must be submitted when claiming tenant.
  - **Beginning Date** – Enter the date on which your tenant was granted his/her rent exemption or the date of your last abatement adjustment. Enter Apt. #.  
**JULY 1, 2018** is the beginning of the Fiscal Year for the City of Yonkers and should be used as the first month. The City of Yonkers will go back **ONLY** one year to recapture overlooked abatements; **No Exceptions**.
  - **End Date** – This is limited to **June 30, 2019** if your tenant is still in residence and their rent increase exemption is effective through that month.
  - **Total Months** - Count the number of months indicated (between “FROM” and “TO MONTH OF”) and enter as Total Months.

- Using the form supplied from the D.H.R.C., fill in the corresponding amounts into boxes A and B.  
Subtract box B from box A to get the amount due for box C
  - Multiply Total Months by amount of Exemption and enter in Total column.
  - Complete the information for each tenant claimed.
4. When you have completed your list of tenants and have determined your total claim, complete the affidavit on the bottom of page 1 of your certificate.  
**The Tax Abatement Certificate must be notarized to be accepted; No Exceptions.**
  5. All abatements will be posted no later than December 31, 2017. Please bring these instructions to the attention of your bank should you have an escrow account. All abatement deductions shall be taken on the date indicated on the 3<sup>rd</sup> City Tax Installment for the 2018/2019 City Tax Year.
  6. All certificates will be subject to audit and comparison to **Senior Citizens Rent Increase Exemption** forms received by the City from DHCR which **MUST** accompany the Blue Certificate upon submission. If forms do not match, the Abatement credit will not be processed until the correct documents are received and reviewed.
  7. Rent abatement orders for your tenants expire when the new rent increase goes into effect. In order to be eligible for a rent abatement in 2018/2019, tenants must file for renewal of rent abatement at the time that notices of rent increases are given to them. Please refer to the City of Yonkers Charter: Chapter §15, Article VI.
  8. Any overages (credits) which result from a Tax Abatement credit **CANNOT** be refunded to the property owner. Instead, the amount of the credit will be transferred to the 2018/2019 City Tax bill. If there is a credit from a previous tax years, please submit a request via mail or email on company letterhead requesting the funds be transferred to the 2018/2019 City tax; the amount transferred must be deducted from the 3<sup>rd</sup> installment.
  9. **DO NOT FORWARD TO YOUR MORTGAGE COMPANY.** All original forms must be submitted to the City of Yonkers.
  10. If this property no longer supports S.C.R.I.E. tenants, please disregard this notice.

If you have any questions or concerns, please feel free to contact me via email at [paul.trovato@yonkersny.gov](mailto:paul.trovato@yonkersny.gov) or call 914.377.6137.

Thank you,

Paul Trovato  
Special Project Coordinator  
City of Yonkers Finance Department